CourtLink® eFile

QUICK GUIDE:

FILEROOM

The File room Quick Guide provides a convenient source of information to help you efficiently access electronically filed documents, notification of service, and run reports on filings and case information.

Quick Tips Before You Begin

1. *Refer to the appropriate court rules on electronic filing prior to using CourtLink® eFile to ensure you are in compliance with local requirements. Copies of the rules can be found on **www.lexisnexis.com/courtlink** under **Courts Online/CourtLink eFile** or within the CourtLink eFile application under **Support**.*
2. ***Help** is available on the top right of the screen. When on any page of myCases, File & Serve, and Search Filings, click on that page to access Help.*
3. *Check our system requirements on **www.lexisnexis.com/courtlink** to be sure your computer is correctly configured for using CourtLink eFile.*
4. *CourtLink eFile is divided into 3 separate areas. Become familiar with the functions of the 3 main areas to help you navigate through the application:*
   a. ***File & Serve** – Where you **send** documents to the court and other parties*
   b. ***File room** – Where you **retrieve** documents and new service information*
   c. ***Information Desk** – Where you **maintain** personal, firm and case status information*
5. *All tables are sortable. Any time a grid or table appears, click the column headings to sort by that information.*
6. *Hyperlinks take you to additional information – don't forget to use them!*
7. *When running searches, less is more. Only enter partial information to get the most results.*
8. *The fastest way to access a filing is with a Filing ID.*
9. *When using CourtLink eFile for the first time, or if you need assistance contact our Customer Support team at 1-888-529-7587.*

How to Sign On to CourtLink eFile

1. Before using CourtLink eFile, you must have a user name and password. If you do not have these, contact our Customer Support team at 1-888-529-7587.
2. Using Internet Explorer or Netscape, open your browser and go to **www.lexisnexis.com/courtlink**.
3. When the home page appears, click **Logon** under CourtLink eFile. The *CourtLink Login* page appears.
4. Enter your assigned user name and password and click **Submit**. Your *myCases page* opens.
5. If you have forgotten your password- simply enter your username and click the Send Password button. Your password will be automatically sent to your personal email address.

Fileroom: myCases

All new activity is quickly available in myCases. myCases notifications include:

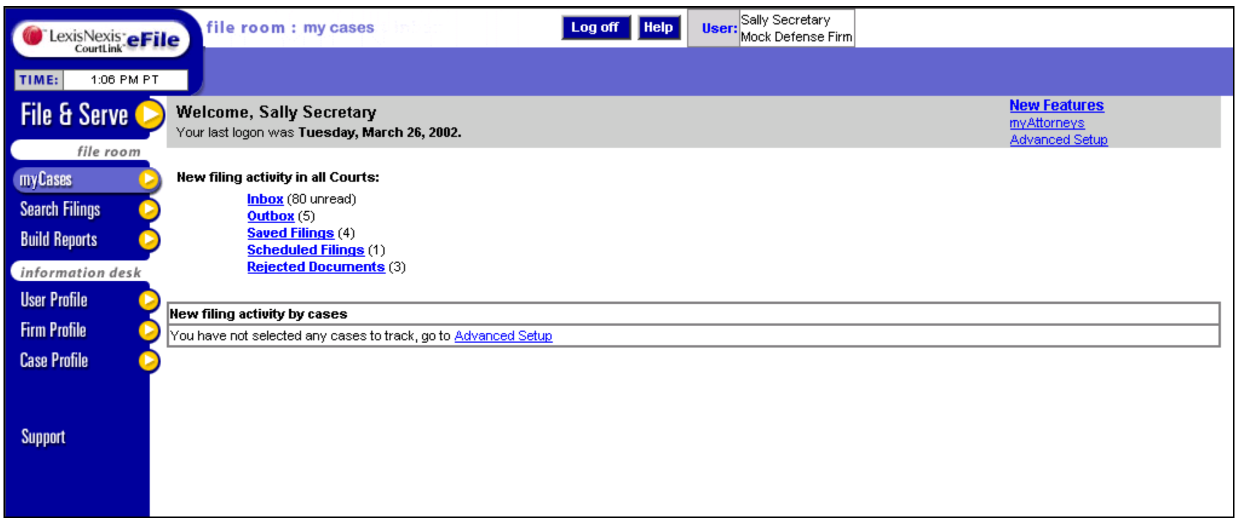
Inbox – Contains all new mail items received by an attorney in a CourtLink eFile case. If you are not the attorney, but have been designated as an Additional Notifications recipient for an attorney, then the Inbox will contain new mail items sent to you on behalf of the attorney (see User Profile Setup).

Outbox – Contains access to your or your firm's most recent filings for faster access to check service and clerk review status of your filings.

Saved Filings – Contains any filings that the user has started, but not yet completed.

Scheduled Filings – Contains any filings queued to be submitted at a future date and time.

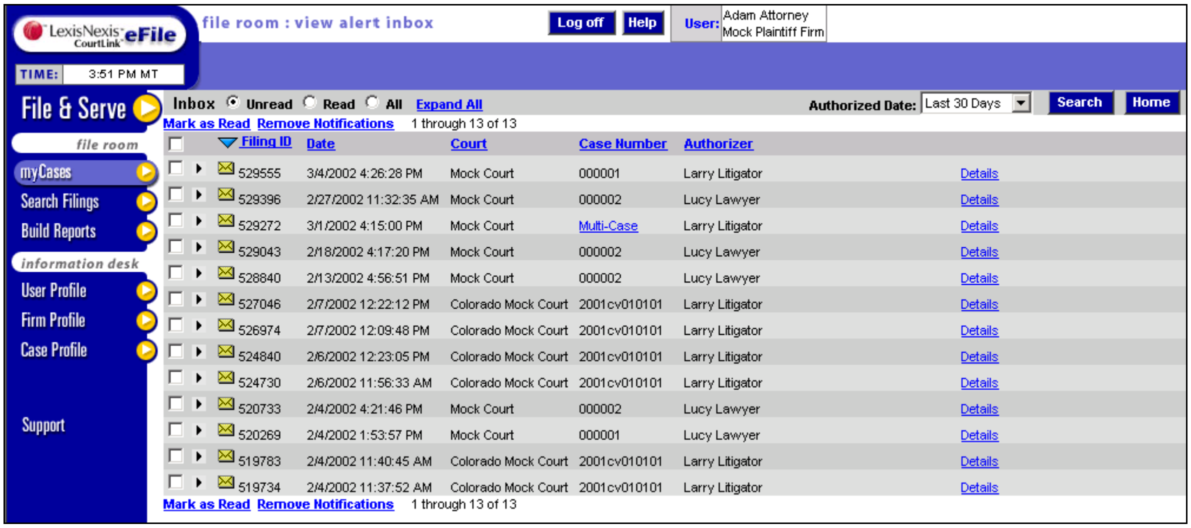
Rejected documents – Documents that have been submitted, but rejected by court personnel.



1. To view a new mail item, click **myCases**. The Messages page appears.
2. All recent filing and service activity will be displayed in 5 hyperlinks on the Messages page (Inbox, Outbox, Saved Filings, Scheduled Filings and Rejected Documents). Blue links indicate new activity within that section with the corresponding number of filings in parenthesis.

Note: You can customize your myCases information to **track cases** you are working on using the Advanced Setup options. This feature will give you at-a-glance notice of filing and service activity. Refer to the myCases Setup guide for assistance with this setup.

INBOX



Items in the **Inbox** are filings that have been sent to you or to the designated recipient for the attorney. Within the **Inbox** there are three different *Views* a user can access**.**

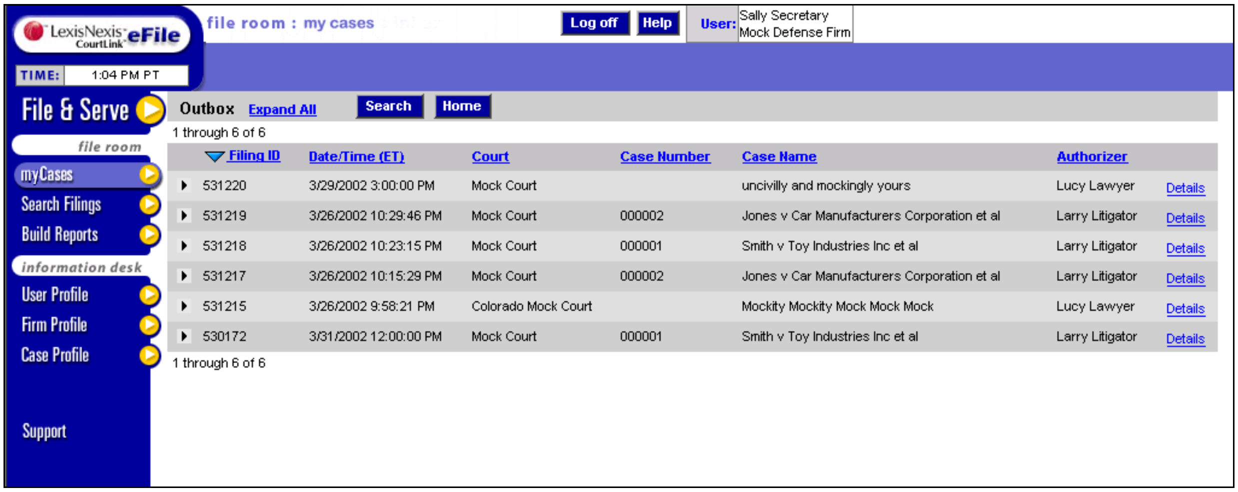
Read: Displays items that the user has read previously but has not deleted from their Inbox.
Unread: Displays all new information that the user has not opened (this is the default view)
All: Displays all read and unread items within the users Inbox that the user has not deleted.

1. If you have received notifications, click the **Inbox** link.
2. Your notifications are displayed. Column headings are sortable by clicking a column heading
3. To expand the information and access the documents, click on the arrow next to the envelope icon or click the *Expand All* blue hyperlink above the notifications. The PDF version of the documents can be printed and downloaded by clicking the document titles.
4. Access to the original file format can be found under the *Details* hyperlink associated with each Filing ID. This original format of the PDF document can be downloaded and/or saved.

After reading a new notification, you should remove it from the Inbox. For each item to remove, click the checkbox on the left column then click the Remove Notifications hyperlink above the filings.

> **Note**: Documents that have been removed from the Inbox are not deleted from the system. All filings and documents can be accessed via the Search functions or in Reports.

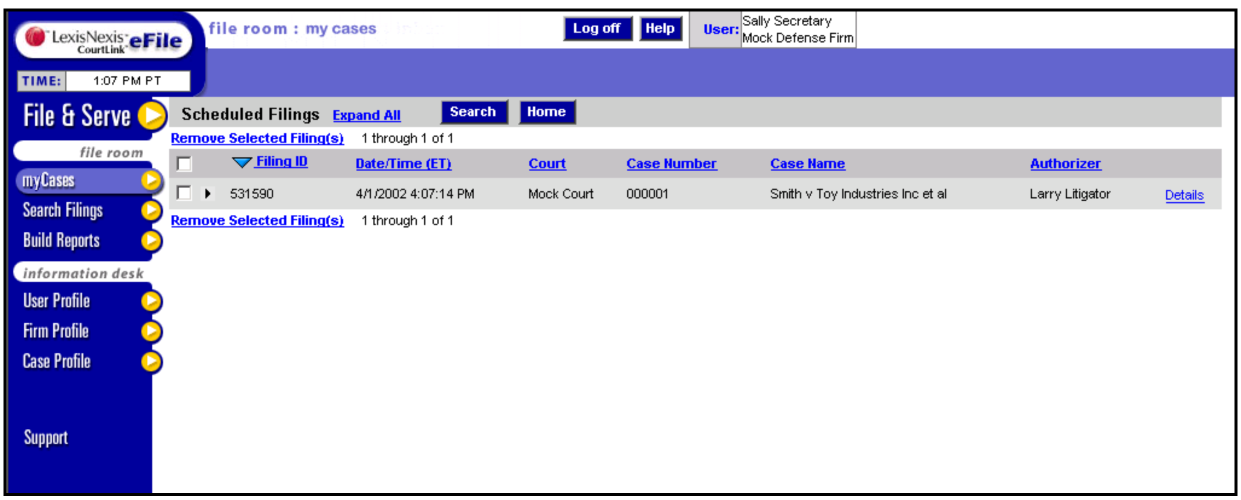
OUTBOX



Items in the **Outbox** are filings that the user (or users within the firm) has recently submitted. These are located in the user's outbox for easy retrieval to check service and clerk review status.

1. To display filings that have been recently submitted by you or a user at your firm, click Outbox.
2. All recent documents submitted can be accessed by clicking the arrow next to the Filing ID. Clerk Review status for each document within a filing can be displayed by clicking the *Details* hyperlink.

SCHEDULED FILINGS

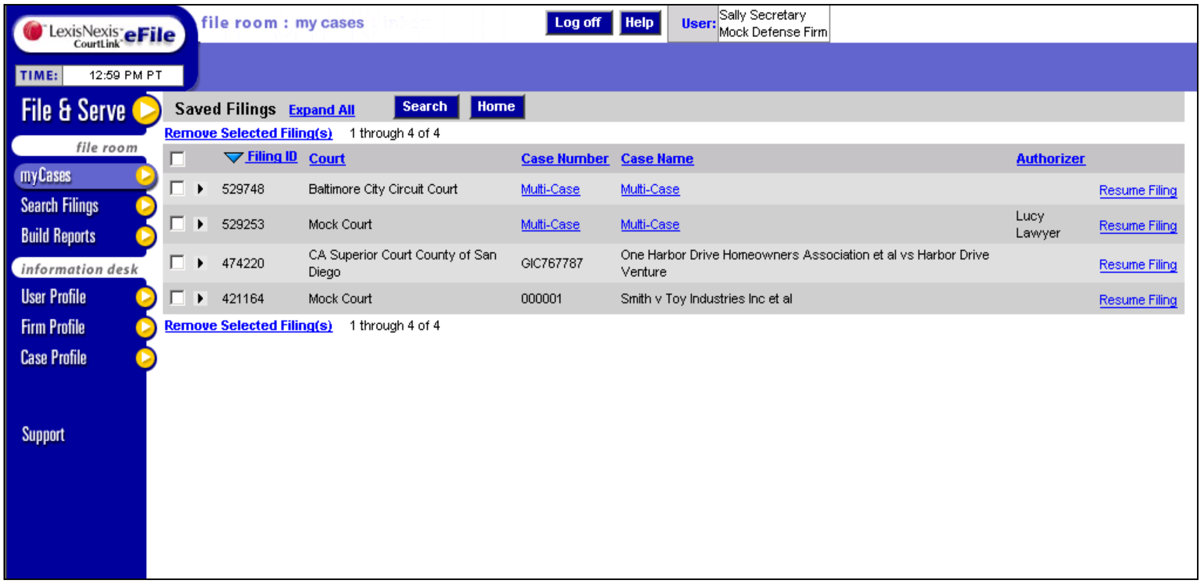


Scheduled Filings are filings you have prepared but opted to have them submitted at a future date and time.

1. To view the specific scheduled documents to be filed, click the arrow next to the filing ID.
2. You can cancel or edit a scheduled filing until the date and time you entered to be submitted by clicking the box next to the Filing ID and click the Remove Selected Filings hyperlink.

Note: e-filings can be scheduled up to 30 days in advance.

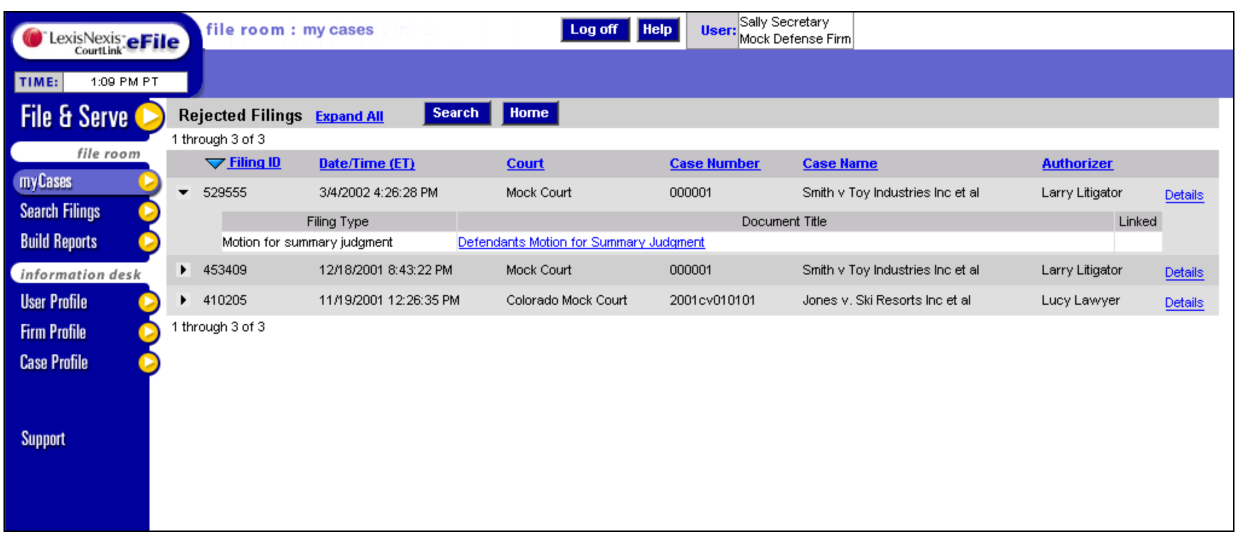
SAVED FILINGS



Saved Filings are filings that you have started but not yet submitted.

1. To view a saved filing, click the Saved Filing hyperlink.
2. Select the appropriate Filing ID and click the *Resume Filing* hyperlink to complete the filing.
3. To permanently remove a saved filing, click the box next to the appropriate Filing ID and click the *Remove Selected filing(s)* hyperlink.

REJECTED DOCUMENTS

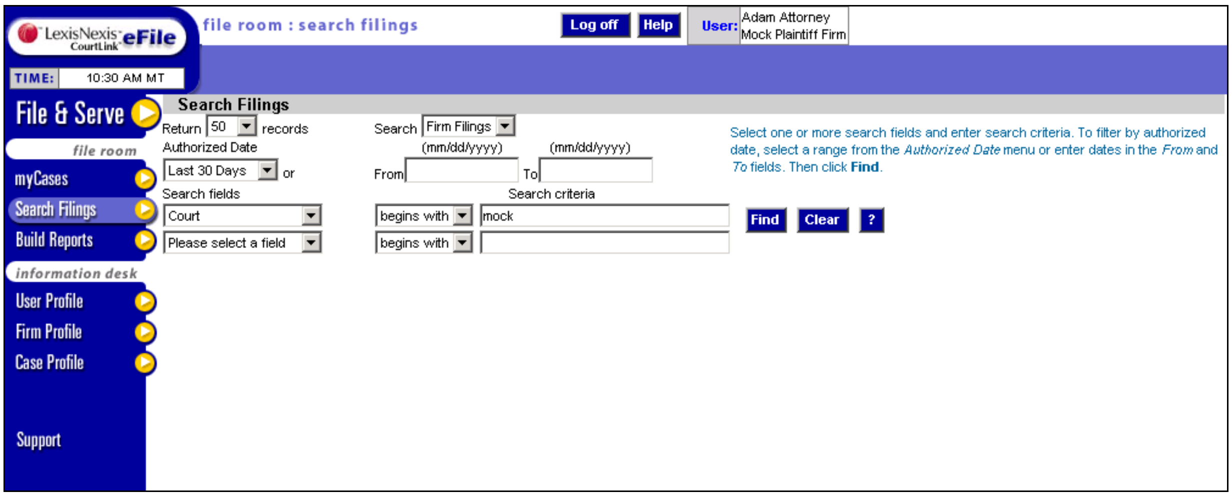


Rejected Documents are documents that have been reviewed and rejected by the Clerk of court.

1. If your document has been rejected by a clerk, you will receive an email to let you know what, when and why it was rejected.
2. You can also access the rejected document via the **Rejected Documents** hyperlink.

3. Access the specific document that has been rejected by clicking the **Details** hyperlink associated with the specific filing ID.
4. To re-submit a rejected document, a new filing must be submitted via **File & Serve**.

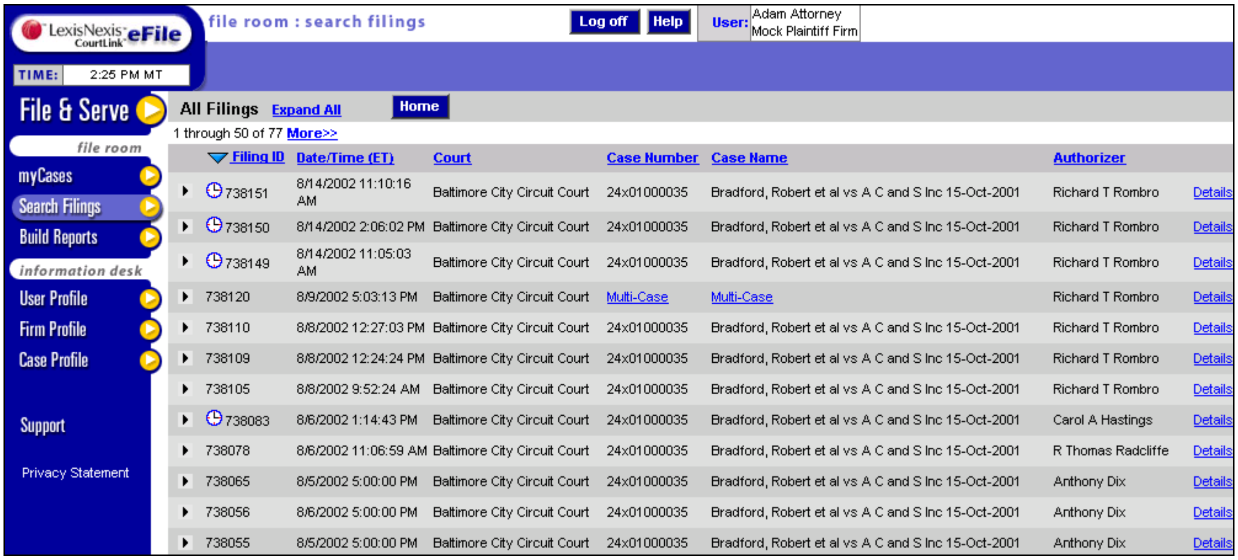
Fileroom: Search Filings



E-filed documents are available to users in your firm via **Search Filings**.

LOCATING A DOCUMENT

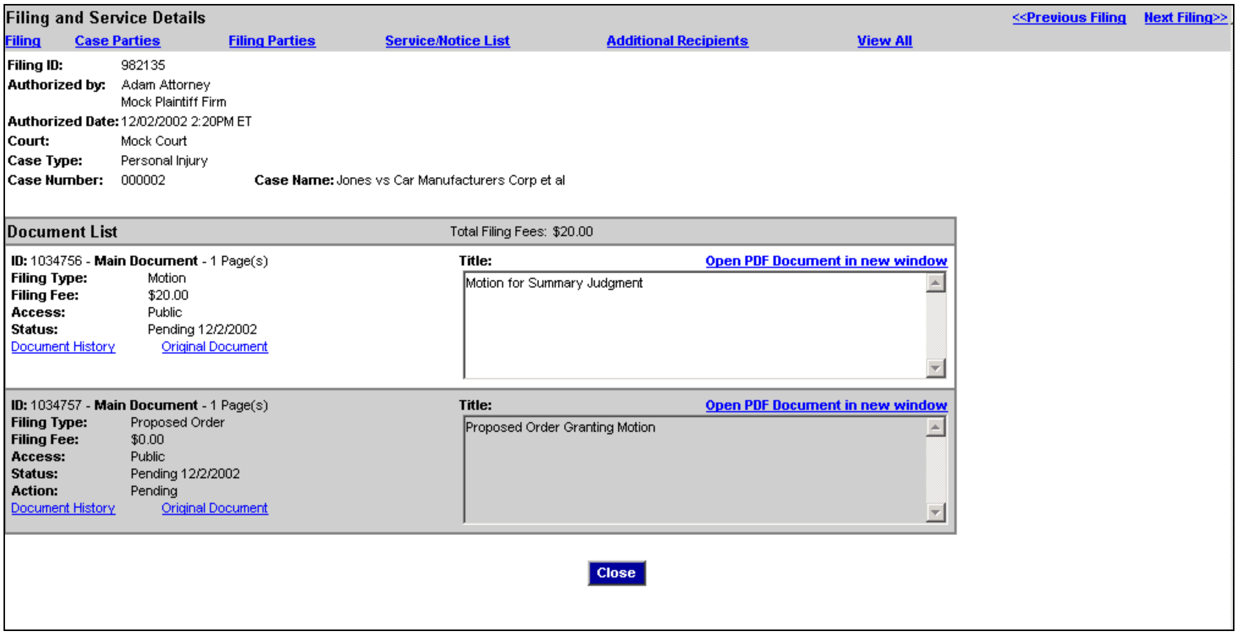
1. On the left panel, click **Search Filings**.
2. Select whether you are searching in *Firm* Filings or *All Filings*.
   a. **Firm Filings** – Contains all documents filed by or served to anyone in your firm.
   b. **All Filings** – Access to all e-filed documents in CourtLink eFile. You may be prompted to purchase documents before printing them in *All Filings* if they have never been served upon your firm.
3. Use the *date range* option to locate specific date range or date information.
4. To narrow the list, use the search fields at the top of the page and click **Find**.
   a. Use *begins with* criteria to find results that begin with your criteria.
   b. Use *ends with* to find results that end with your criteria.
   c. Use *equals* to find exact matches to your criteria.
   d. Use *contains* to find results that contain the criteria you have entered.



1. To view the documents in a filing, expand the filing by clicking the arrow in the left column, or click Expand All to open all filings.
2. To view a document, click the document title link. You may be prompted to purchase the document before viewing it, if the document has not been served upon (nor filed by) someone at your firm.
3. If your filing has a  next to it, that indicates that the filing has been assigned to a court calendar. Hold your mouse over the clock icon or view the details to see the calendar setting details.
4. To view additional filing details, click **Details** in the right- hand column.

FILING AND SERVICE DETAILS

Note: The Filing and Service details pages are customizable for each user. For assistance with setting up your custom view, see the Filing & Service Details Setup Guide. The information below pertains to the default settings for all users.



Filing and Service Details [<<Previous Filing] [Next Filing>>]

Filing | Case Parties | Filing Parties | Service/Notice List | Additional Recipients | View All

Filing ID: 982135
Authorized by: Adam Attorney
Mock Plaintiff Firm
Authorized Date: 12/02/2002 2:20PM ET
Court: Mock Court
Case Type: Personal Injury
Case Number: 000002 **Case Name:** Jones vs Car Manufacturers Corp et al

Document List Total Filing Fees: $20.00

ID: 1034756 - **Main Document** - 1 Page(s)
Filing Type: Motion
Filing Fee: $20.00
Access: Public
Status: Pending 12/2/2002
Document History Original Document
Title: Motion for Summary Judgment
Open PDF Document in new window

ID: 1034757 - **Main Document** - 1 Page(s)
Filing Type: Proposed Order
Filing Fee: $0.00
Access: Public
Status: Pending 12/2/2002
Action: Pending
Document History Original Document
Title: Proposed Order Granting Motion
Open PDF Document in new window

Close

Click the links at the top of the page to view **Case Parties**, **Filing Parties**, **Service/Notice List**, or **Additional Recipients**.

Viewing a document in its original format:

Click the *Original Document* link of the document list. The document opens in the program it was created. If you do not have the same program that the file was originally created, you may be able to open the document with a different program, but may not retain the same formatting (i.e. Word and WordPerfect files.

Viewing Clerk Review Status and History

To view Clerk Review status, click the Document History Link for each document in the transaction.

Pending – The filing has not yet been reviewed by Court Clerk Staff.

Accepted – The Filing has been reviewed and Accepted into the Court case file.

Rejected – The filing did not meet certain requirements of the Clerk's office or was mis-filed.

Note: Rejected documents are not removed from the served attorney's access. The filing attorney should make the determination as to whether or not service should be completed again.

Viewing Judicial Action

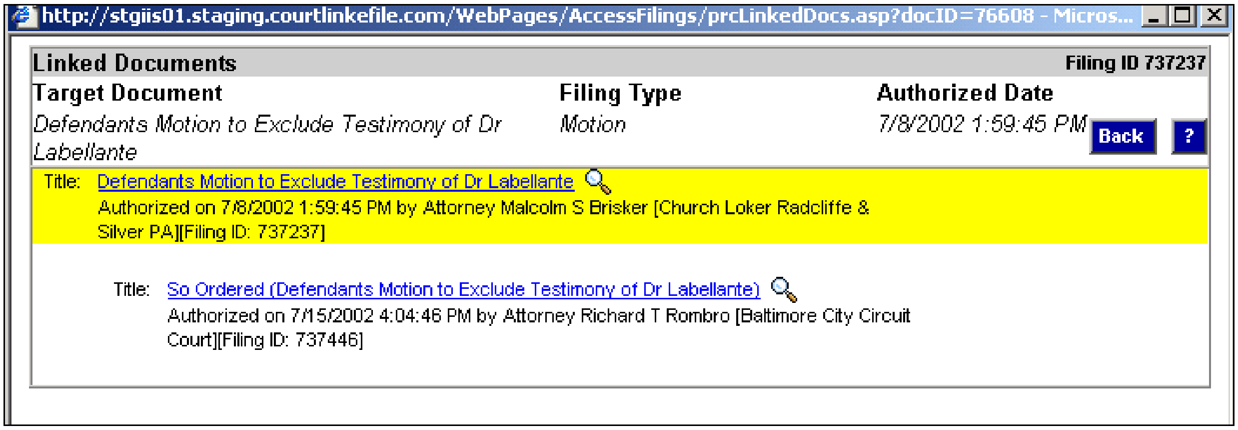
In some courts, Judges and other court personnel can issue rulings or take action on certain documents. The Judicial Action column reflects the Judicial Action taken.

Pending - indicates that no action has yet been taken.

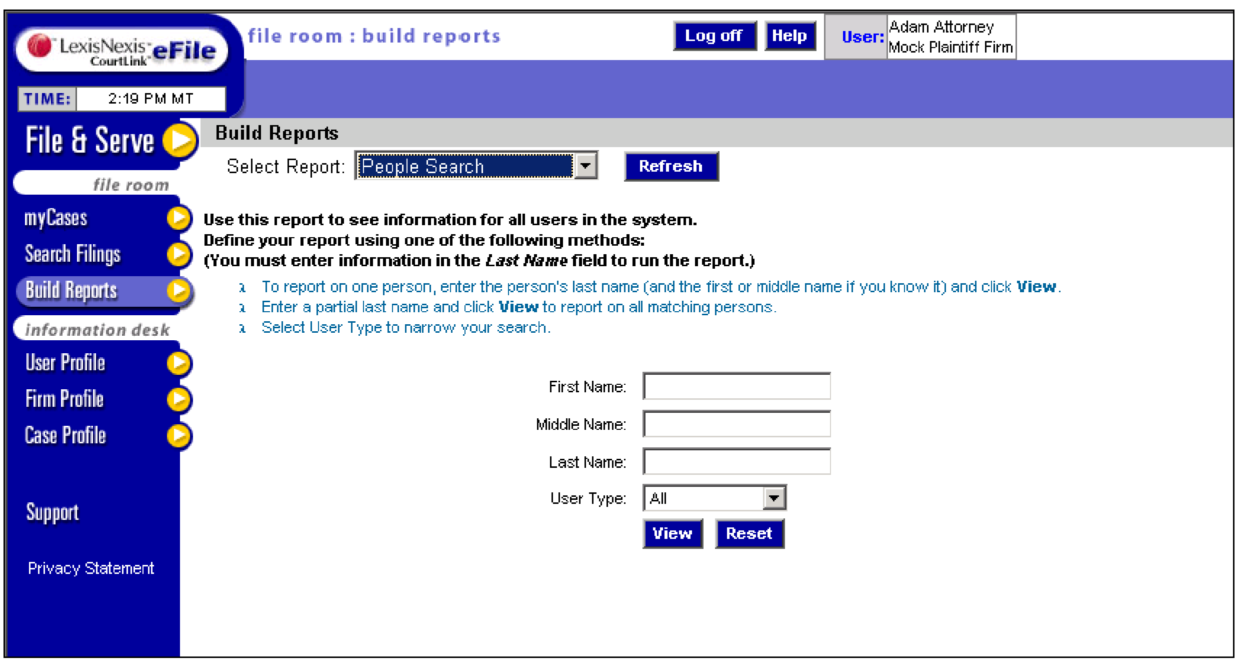
Granted/Denied/Granted in part/Denied in Part (or applicable terms) – Indicates Judicial Action has been taken.

> **Note:** If the Judicial Action field is blank or empty, then the filing type submitted was not one that a Judge has indicated appropriate for action.

To view the documents filed as a result of the Judicial Action, click the **Linked Documents** hyperlink. A Linked Documents window appears with the related documents.



Fileroom: Build Reports



Below are the document reports and case information that can be found under Build Reports:

a. *Attorneys/Users by Firm*: See a list of all users/ attorneys in firms with CourtLink eFile cases.

b. *Calendared Events:* See a list of all filings assigned to upcoming court calendars (i.e. Hearings, Trials, etc)

c. *Cases Report*: See a complete list of a court's, firm's or attorney's CourtLink eFile cases. Use the hyperlinks to view each case to see party and filing information.

d. *Documents by Case; A listing of all documents filed in a particular case. Users can toggle between:*
   - *All Documents – A list of everything filed and or served (whether public or private) in a case*
   - *All Documents Sent to a court – All documents that are part of the court file.*

e. *Document Purchase*: View a list of all documents purchased by members of your firm.

f. *Filing Fees by Court*: View a list of all filings with fees in a particular court/case.

g. *Filing Fees/ACH Payment:* View the status of filing fee transmittals from CourtLink to a court (only available to Court Users).

h. *Filing Receipt:* View your receipt of filing and service.

i. *Filing Status:* View all filing's Clerk Review and Judicial Action Status to see whether your particular filings have been ruled upon.

j. *Filing Types by Court:* View a list of all possible filing types for each court.

k. *People Search* – Locate a person associated in e-filed cases or eFile users.

l. *Service List:* View a list of all parties, firms and attorneys in each case.

RUNNING A REPORT

1. Select the report you want to access.
2. Enter the required criteria for the selected report.
3. Click View.To print a report, use the print button on your browser.